

FOREIGN DOCUMENTS DIVISION

OFFICE OF THE CHIEF

I. MISSION:

Under the direction of the Assistant Director for Operations, the Chief, Foreign Documents Division, is charged with the exploitation for intelligence purposes of all types of foreign language documents, including foreign press, periodicals, books and certain categories of captured documents with the preparation of resultant information reports in various forms for dissemination to authorized recipients; and with the provision of a central translation service for the Agency.

II. FUNCTIONS:

The Chief, Foreign Documents Division, shall:

A. Direct the exploitation for intelligence purposes of all types of foreign language documents, including captured documents, foreign press, periodicals and books.

B. Provide a central translation service to support informational and operational needs of the Agency and to fulfill, when Agency workload permits, translation requests from other approved government agencies.

C. Develop new sources and methods of exploitation for foreign language documents in order to assure best possible coverage of these materials to meet the needs of intelligence agencies for information.

D. Receive collection directives, expressive of information requirements, and requests for translation service or other supporting action; ensure proper action on such requests.

E. Review all available foreign language documents to determine applicability of existing intelligence requirements; analyze, select and compile intelligence information resulting from the exploitation of such documents; edit and prepare intelligence information reports and analyses of foreign language source materials for publication in various forms; assign appropriate over-all classification to reports.

F. Survey world-wide sources of foreign language documents, determine procurement channels, screen foreign language documents repositories in the United States and maintain flow of documents through the Division for exploitation; provide reference service for CIA and other intelligence agencies on foreign language documents held temporarily in the Division or available in other repositories. Coordinate CIA requests for procurement of foreign language documents.

*As approved by [unclear] Jan 57
O & B per memo [unclear] filed.
Source [unclear] Mission Ed Quantico 1 June 1957*

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G. Compile and maintain appropriate cross-index files of foreign language source materials and information; compile data for central translation and exploitation files; provide information therefrom to authorized requesters; and prepare a Consolidated Translation Survey for distribution to participating intelligence agencies and authorized recipients.

H. Coordinate with officials of other government agencies and representatives of foreign governments in connection with foreign language document exploitation as directed by the Assistant Director for Operations.

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FOREIGN DOCUMENTS DIVISION

ADMINISTRATIVE STAFF

I. MISSION:

The Administrative Officer is responsible for the effective direction of all administrative procedures of the Division, including the development and implementation of internal administrative policy and procedures.

II. FUNCTIONS:

The Administrative Officer shall:

A. Provide administrative support for the Division, including requisitioning, assignment and maintenance of space, supplies, equipment and services.

B. Maintain direct working liaison with Personnel, Fiscal and Services Divisions in order to obtain necessary support and insure conformity with Agency policy.

C. Arrange recruitment, selection, appointment and assignment of all personnel required by the Division.

D. Administer payrolls, records of expenditures and all other Division fiscal matters.

E. Prepare annual budget estimates, together with all supporting data, for presentation to the Comptroller.

F. Supervise the overtime program in the Division, maintaining appropriate authorizations and records therefor.

G. Serve as Security Officer for the Division, administering necessary security control procedures, conducting physical security checks and inspections and insuring compliance with Agency security regulations.

H. Arrange and administer all travel performed by Division employees.

I. Provide a message center for internal routing of official correspondence; provide courier, mail and receptionist service for the Division.

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FOREIGN DOCUMENTS DIVISION

REPORTS BRANCH

I. MISSION:

The Chief, Reports Branch, is responsible for the processing of incoming requests and collection directives, for reviewing, editing and preparing Division information reports and publications for reproduction and dissemination, for maintaining central exploitation files to prevent duplication in translation, and for control of Division liaison with agencies other than CIA. OK

II. FUNCTIONS:

The Chief, Reports Branch, shall:

A. Receive collection directives and requests for information or translation from the Office of Collection and Dissemination and other CIA Offices; assign such requests to appropriate Branch or Branches for action; in cooperation with Branch Chiefs determine priorities and the possibility of meeting requirement target dates; maintain suspense files to assure fulfillment of requests; conduct liaison and prepare requisite correspondence on this subject. OK -

B. Review all Division reports and publications from a substantive and intelligence standpoint to determine accuracy of interpretation, clarity of presentation and applicability to requirements; edit all Division reports for editorial correctness, standardized style and format; cooperate with appropriate Branch in the revision, correction and/or reconstruction of reports when necessary; determine method of handling as an information report or other form of publication; review material for security classification and possible restrictions on dissemination.

C. Prepare all publishable production of the Division for reproduction and dissemination by typing on duplicat plates, mimeograph stencils, or by other methods; provide illustrations and maps for publications as required; arrange for adequate numbers of copies and dissemination of both unpublished and published information reports; plan and maintain publication and production schedule.

D. Obtain liaison clearance for personnel of the Division with outside agencies, through appropriate channels, and maintain records of all such liaison.

E. Maintain a cross-indexed document exploitation file of translations and work completed or in process in the Division or other intelligence agencies by subject, area, author, document and publication numbers in order to prevent duplication of translation and exploitation among the intelligence agencies; provide information therefrom; and edit, prepare and publish monthly a Consolidated Translation Survey in cooperation with the participating intelligence agencies, thereby informing recipients of translation and exploitation completed and initiated during each month.

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Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060028-1

F. Maintain statistical records for the Division on types of exploitation, numbers of pages prepared, languages and categories of documents exploited and quantity of special translation service rendered; prepare from such records monthly statistical reports, status reports and other special reports as required.

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060028-1

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FOREIGN DOCUMENTS DIVISION

DOCUMENTS CONTROL BRANCH

I. MISSION:

The Chief, Documents Control Branch, will survey world-wide sources of foreign language documents; determine procurement channels and coordinate CIA requests for foreign language materials, screen documents repositories and incoming foreign language documents for materials of intelligence value; prepare selected abstracts for accessions on foreign language documents; and provide reference and bibliographical service on foreign language documents for the Agency as required.

II. FUNCTIONS:

The Chief, Documents Control Branch, shall:

A. Survey world-wide sources of foreign language documents, including foreign documents repositories, government agencies, academic institutions, publishers, bookstores, libraries, commercial firms and research organizations, through established Agency channels, to determine the existence and availability of foreign language documents of potential intelligence interest.

B. Arrange for procurement of documents of interest; maintain the flow of foreign language documents into the Division; brief Publications Procurement Officers, who are going abroad, on Division and Agency requirements for publications; coordinate CIA requests for the procurement of foreign language materials.

C. Conduct continual external screening activities at the main document repositories in the Washington area; plan and implement methods of obtaining publications which are not available through overt subscription; plan for the procurement of documents from covert sources or through non-routine channels.

D. Compile and maintain a central locator file containing information obtained in surveys as to location, description, intelligence value and extent of exploitation of foreign document collection, current listings of foreign language serials and their availability, lists of reference materials and other information of source value; provide reference and bibliographical service for CIA and other intelligence agencies on foreign language documents held temporarily in the Division or available in other repositories.

E. Receive foreign language documents and screen them for intelligence value, based on requirements of the Division and the Agency; route these and other incoming documents to appropriate branch for exploitation or information; maintain necessary records, indexes and catalogues for foreign language documentary material acquired by the Division and all reports and publications produced by the Division.

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F. Retain foreign language documents in the Division for a period commensurate with their value and interest to intelligence activities; upon completion of processing and exploitation, forward such documents to the Office of Collection and Dissemination with recommendations as to appropriate permanent repository.

G. Prepare abstracts of foreign language books, monographs, brochures, etc., containing selective intelligence value received in the Division for the CIA Library Weekly Accessions List. OK

H. Provide for the accountability of foreign language publications on loan or disseminated through the medium of a central control file and locator system. LA

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FOREIGN DOCUMENTS DIVISION

REGIONAL BRANCHES

I. MISSION

Each regional branch, for its assigned foreign geographical area, will exploit foreign language documents for intelligence purposes; analyse, select, translate, and compile intelligence information from such documents in fulfillment of requirements; prepare information reports in various forms; and provide translation and other special foreign language services as directed.

II. FUNCTIONS

Each Regional Branch Chief will:

A. Review all pertinent available foreign language documents, (except scientific and technical) dealing with assigned geographical area, to determine their applicability to existing collection directives and information requirements; examine new serial publications received and determine whether such publications should be procured regularly; initiate procurement requests; scan foreign language documents and select therefrom material answering current or long-range requirements; receive intelligence requirements; initiate action on them or recommend rejection.

B. Exploit on a regular basis selected foreign language newspapers, periodicals, and other publications from the assigned area to satisfy established requirements.

C. Exploit documents for intelligence information by the analysis, selection, translation, compilation or other appropriate processing of such information; prepare abstracts, extracts, collated reports, summaries, or bibliographies as indicated by requirements; exploit books and monographs in answer to specific requests; exploit captured documents (for certain areas) in accordance with authorized interagency agreements; perform other exploitation and documentary research functions as directed by the Division Chief.

D. Prepare information for publication in report form, either as individual information reports or as translations, summaries, and compilations as appropriate; prepare collated reports, bibliographies and documentary research studies as required; recommend method of publication and publication priority; assign security classification.

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E. Conduct working-level liaison with analysts of other intelligence units to clarify existing information requirements and specific translation requests; serve as consultant on his assigned geographical area to other branches of FDD; provide opinions on the origin, reliability, and value of individual foreign documents or categories or collections of documents as requested.

Approved For Release 2003/12/04

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F. Provide translation service for the languages of the assigned area as directed by the Division Chief; provide miscellaneous special services, such as interpreting, correction of language examinations for other offices, translations from English into foreign languages, etc., as directed.

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FOREIGN DOCUMENTS DIVISION

SCIENTIFIC AND TECHNICAL BRANCH

I. MISSION

The Scientific and Technical Branch will exploit foreign language documents for scientific and technical information; analyse, select, abstract, translate, and compile such information for intelligence purposes in fulfillment of requirements; prepare scientific and technical information reports in various forms, and provide translation service on specialized material as directed.

II. FUNCTIONS

The Chief, Scientific and Technical Branch will:

A. Examine pertinent available scientific and technical foreign language documents to determine their applicability to existing collection directives and information requirements; examine new serial publications received to determine the advisability of regular procurement; review regularly received periodicals for notices of new publications determining advisability of procurement.

B. Exploit on a regular basis all available current Soviet scientific and technical periodicals for intelligence information, preparing abstracts, extracts, summaries, digests, and compiled reports in fulfillment of requirements; exploit Soviet books and monographs of a scientific and technical nature as required; perform documentary research on Soviet scientific and technical publications to provide specialized reports (informational handbooks, statistical surveys, specialized bibliographies or collated reports on selected subjects) or any other special foreign language service in support of scientific and technical intelligence in response to specific requirements, or as directed by the Division Chief.

C. Exploit scientific and technical documents for intelligence information by the analysis, selection, and translation or other appropriate method of exploitation of information, providing maximum document coverage in accordance with priorities indicated in requirements or expressed by consumer agencies; exploit periodicals from satellite and non-Soviet areas as directed; exploit captured documents on scientific and technical subjects in accordance with authorized interagency agreements to satisfy certain intelligence requirements.

D. Prepare scientific and technical information for publication in report form, either as individual reports compiled reports (Periodical Abstracts), or as translations, summaries, or collated reports as appropriate, recommending method of publication and publication priority; assign security classification.

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E. Arrange for inter-branch coordination and cooperation in contributing to reports requiring the efforts of more than one branch or to avoid duplication; serve as scientific and technical consultant to the Division; conduct working-level liaison with analysts in other scientific and technical intelligence units to clarify existing information requirements and specific translation requests; provide opinions on the reliability and value of individual scientific and technical documents in foreign languages, or on collections of such documents.

F. Provide translation service for foreign language scientific or technical material as directed by the Division Chief.

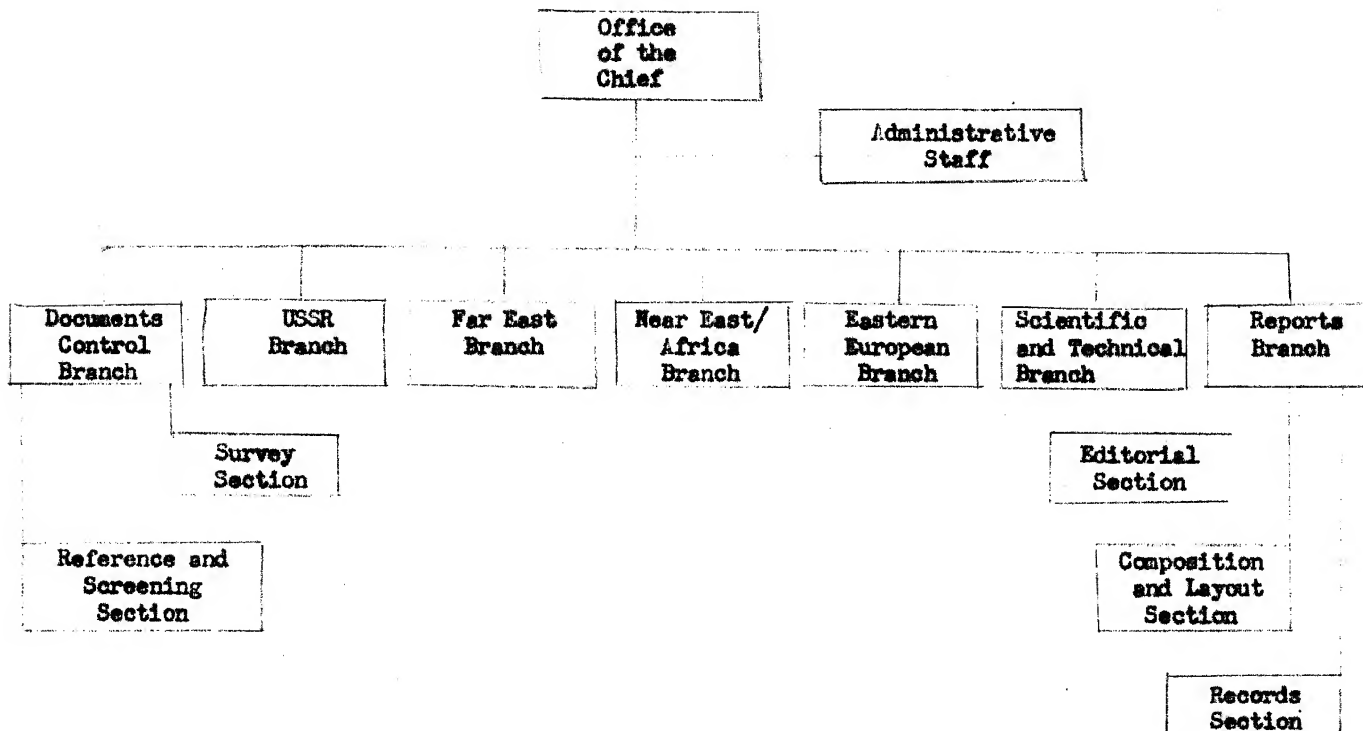
G. Maintain appropriate operational indexes and files on source materials; maintain all records necessary to be fully cognizant of foreign language scientific and technical reporting of other intelligence agencies to prevent duplication.

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Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060028-1

ORGANIZATION CHART

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